

Reviewed	April 2020
Next Review date	April 2021

Risk Assessment Policy

1. Introduction

Inspire! and the Inspired Directions School (hereafter referred to as IDS) is fully committed to promoting the safety and welfare of all staff, visitors, the general public and contractors and in particular children and young people. Their highest priority lies in ensuring that all delivery is provided in a safe manner that complies fully with not just the law, but with best practice.

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management. This policy has particular regard for ensuring the welfare of students and young people attending IDS and Inspire! programmes is safeguarded and promoted at all times and appropriate action is taken to reduce any risks and potential risks.

The purpose of risk assessment is to identify hazards and evaluate associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Security
- Fire safety
- Site security
- Young people attending work experience placements
- School Trips
- Critical incidents
- Risk assessment of individual students

Risk assessments do not have to be complicated. The level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place, following best practice and relevant industry standards where applicable. Risk assessments can also assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for the activity.

In addition, specific risk assessments are required by legislation for example those concerning fire safety, pupil supervision, school trips, manual handling, display screen assessments, substances hazardous to health, provision and use of work equipment, asbestos, and security assessments. This list is in no way exhaustive.

Where relevant these risk assessments will be completed using industry standard assessment templates or guidelines. All other risk assessments should be completed using Inspire!'s Generic Risk Assessment Template (see Appendix 1).

2. Responsibilities

a) Inspire! employees are responsible for:

- Assisting with and participating in the process of risk assessment
- Completing full health and safety checks of all premises where activities are taking place
- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

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- a) The Director and the Leadership Team are responsible for:
- Allocating resources in response to risk assessments completed, determining a course of action that should be identified when a risk cannot be suitably controlled so far as is reasonably practicable
 - Setting up frameworks for decision making which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.
 - Ensuring that those who are tasked with completing risk assessments within teams are suitably trained to do so.
 - Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures as set out in Inspire!'s policies, procedures, handbooks and codes of conduct.
- b) Inspire!'s Board of Trustees and IDS school governors are responsible for:
- Monitoring, reviewing and approving the actions of the Director and the Leadership Team

3. Definitions

For the purpose of this policy the following definitions apply:

- a) Hazard: Something with the potential to cause harm
- b) Hazardous Outcome: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard
- c) Risk Rating: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
- d) Control Measures: Method used to reduce or control risks arising from identified hazards
- e) Residual Risk: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

4. Legal aspects of Risk Assessment

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

- *The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc)*

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones
- Identify and prioritise the measures required to comply with any relevant statutory provisions
- Remain appropriate to the nature of the work and valid over a reasonable period of time
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk

The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

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5. Risk Control

Inspire! and IDS has a responsibility to ensure that the risk posed to staff, students, young people, property, contractors and the public are reduced, so far as reasonably practicable.

Risk assessment is a subjective but logical process which can be broken down into 5 steps:

- Step 1: Identify the hazard
- Step 2: Decide who or what might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record significant findings and implement them
- Step 5: Review the assessment and update if necessary

When conducting a risk assessment, line managers should adopt a team approach to risk assessment whenever possible and involve staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out.)

6. Types of Risk Assessment

All significant risks shall be assessed. Although the principals of assessment remain the same their application can differ. There are 3 recognised methods of assessment:

- a) Formal – a written method of evaluating the risk of harm (as described above)
- b) Generic – an evaluation of risk that can be applied to common tasks

In unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.

- c) Dynamic – a mental assessment of risk for use when any delay would increase the risk from harm

7. Student risk assessment

- Where a concern about a pupil's health or welfare is identified, the risks to that pupil's welfare will be assessed, appropriate action will be taken to reduce the risks identified. This will be recorded and then regularly monitored and reviewed.
- The format of risk assessment as to student welfare may vary and may be included as part of the School's overall response to a welfare issue or using the IDS student risk assessment form.
- Regardless of the form used, the School's approach will be systematic with a view to promoting student welfare and will run through the stages identified in
- The information obtained through this process and the action agreed will then be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular pupil or of pupils generally.
- Risk assessments are stored in individual student files, password protected on the K: drive and held in their student records.

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8. Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure Inspire! and IDS are not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Trustees, Governors and volunteers and by ensuring all staff receive regular safeguarding training we manage this risk to an acceptable level.

9. Training

Inspire! as a responsible employer will provide appropriate risk assessment training for staff as necessary, as identified by their line manager. Those who have a responsibility for the completion of risk assessments will initially be provided with basic (online and / or internally coached) risk assessment training.

Training will cover the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management. Inspire!'s Health & Safety Officer will assist staff as necessary to enable them to complete their assessment.

Specialised risk assessment training will be provided to staff as required ensuring appropriate expertise, monitoring and supervision.

10. Communication

Relevant information identified in the risk assessment regarding the hazards, their associated risks to the Trust and the appropriate control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate.

11. Monitoring

Managers or appropriate persons shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

12. Record Keeping

Risk Assessments and associated documents must be kept for a minimum period of three years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

13. Review of Policy

This policy will be reviewed annually or at an earlier date if changes are required due to risk assessment review or changes in legislation and/or guidance.

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Annex 1: Risk Assessment Template

Inspired Directions Visit Risk Assessment Form

This risk assessment for physical education forms an essential contribution to the whole school risk assessment. These are completed and reviewed within staff meetings and copies are held by the Head of School and member of staff leading the activity. The staff involved in the risk assessment process are the Head and Deputy Head of School, the member of staff leading the activity, and other staff/providers where appropriate. There is also support available from the Health and Safety Co-ordinator for Inspire!

All staff are required to continually monitor the safety of activities and tasks as lessons and sessions progress. This on-going risk assessment and responses to causes of concern reflect the school's common safety standards. All students are, in addition, asked to identify possible risks and ways of keeping safe prior to any offsite visit or sporting activity.

For all sporting contexts, care must be taken to ensure that Safeguarding measures are in place and no child is placed in a situation that creates risk for his/her well-being.

- All staff supporting activities should have appropriate checks and be aware of Safeguarding responsibilities.
- Adults should avoid being alone or 'one to one' with a pupil

Risk Assessment Grading

Probable Likelihood

- 1 = Improbable
- 2 = Remote
- 3 = Possible
- 4 = Probable
- 5 = Frequent

Severity

- 1 = Slight / superficial
- 2 = Minor
- 3 = Moderate
- 4 = Major
- 5 = Fatal

Qualifying the Risks

RISK = LIKELIHOOD X SEVERITY

The resulting risks can be expressed as follows:

- 1-5 Very Low
- 6-10 Low
- 11-15 Moderate
- 16-20 High
- 21-25 Very High

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Occupation:	Assessment Date:
Project:	Review Date:
Transport:	Assessor(s):

Activity	Hazard	Those at Risk	Controls	Probability (P) x Severity (S) = Risk (R)			Further Action
				P (1 – 5)	S (1 – 5)	R (1 – 25)	

Comments / Action Required	Time Scale

Signed:

Name:

Date: